

ALASKA PIONEER HOME		P&P No: 07.06
Title: Non-standard Medication Orders		Approval: D. COTE
Key Words: Stock, Nutritional Supplement, OTC		
Team: Pharmacy, Nursing	Effective Date: 1/1/11	Page: 1 of 5

PURPOSE

To describe how the Alaska Pioneer Home (APH) Pharmacy prepares the residents' non-standard medication orders.

POLICY

The APH Pharmacy maintains an available and immediate stock of pharmacy approved medications for administration in each Home.

The APH Pharmacy dispenses a formulary of nutritional supplements that is verified by the United States Pharmacopeia (USP).

The APH Pharmacy dispenses over-the-counter (OTC) medications to the residents.

DEFINITIONS

Floor stock medications are approved by the pharmacy for immediate resident use until the medication can be transported to the Home, or when the pharmacy is not open.

Nutritional supplement is added to the resident's diet to enhance nourishment.

United States Pharmacopeia (USP) is a non-governmental, official public standards-setting authority for prescription and over-the-counter medicines and other healthcare products manufactured or sold in the United States.

Formulary is a comprehensive list of preferred generic and brand name drugs that are offered by a pharmacy service. The list includes drugs that are safe and effective in the treatment of diseases.

Over-the-counter medications can be purchased in a store without a prescription, and include pills, drops, ointments, etc.

Title: Non-standard Medication Orders**PROCEDURE****I. Stock Medications****A. Stock supply**

1. APH staff selects the stock medication supply from a master list developed by pharmacy.
2. A designated on-duty nurse oversees and administers stock medications.

B. Administration of stock medications

1. The nurse assures a current order has been faxed to the pharmacy for medications administered from the stock supply.
2. The nurse notes the medication on a sign-out sheet, at the time it is taken, to:
 - a) Track use of stock medications,
 - b) Facilitate re-stocking the supply,
 - c) Indicate the:
 - (1) Resident's name,
 - (2) Medication name,
 - (3) Medication quantity, and
 - (4) Date and time it is administered.

C. Pharmacy receives the sign-out sheet

1. A copy of the sign-out sheet is faxed to pharmacy at least monthly.
 - a) The copy is faxed more often if the stock supply of a medication becomes low or depleted.
2. Pharmacy staff sends the restock supply in the next scheduled tote delivery.
3. Pharmacy uses the sign-out sheet information for resident billing.
4. When a resident is discharged or passes away, and has used stock medications, staff sends pharmacy a copy of the sign-out sheet for the records and billing.
5. Pharmacy contacts nursing staff for clarification if a discrepancy is noted.

II. Nutritional Supplements**A. Pharmacy dispenses a formulary nutritional supplement if:**

1. The physician orders the supplement,
2. The physician provides a diagnosis for its use, *and*

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3. The supplement is approved by the USP.
 - a) APH nurses administer supplements if they are approved by USP.
- B. Nutritional supplement that is *not* approved by USP.
 1. The resident provides the supplement if that resident wishes to take one that is not approved by USP.
 - a) The supplement is secured in the resident's room.
 - b) The nurse does *not* administer a non-approved supplement.
- C. The APH Formulary for USP approved supplements is subject to change, and includes:
 1. Acidophilus 330mg
 2. Ascorbic acid 250mg
 3. Ascorbic acid 500mg
 4. Ascorbic acid 1000mg
 5. B-complex with C
 6. Beta-carotene 25,000 IU
 7. Calcium carbonate 500mg
 8. Calcium carbonate 500mg/Vitamin D 200 IU
 9. Calcium citrate with Vitamin D
 10. Cholecalciferol 400 IU
 11. Chromium picolinate 200mcg
 12. Cod liver oil capsules
 13. CoEnzyme Q10 30mg
 14. CoEnzyme Q10 100mg
 15. CoEnzyme Q10 200mg
 16. Cyanocobalamine 500mcg
 17. Cyanocobalamine 1000mcg
 18. Iron 65mg
 19. Magnesium 250mg
 20. Multivitamins
 21. Multivitamins with minerals
 22. Pyridoxine 50mg
 23. Pyridoxine 100mg
 24. Thiamine 100mg
 25. Tocopheryl 400 IU
 26. Tocopheryl 1000 OI
 27. Zinc 30mg

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III. Over-the-counter (OTC) Medications

A. Non-prescription medication order

1. Obtained from the APH Pharmacy in the same manner as the prescription orders.
 - a) The nurse faxes a current signed order to the pharmacy, which includes:
 - (1) Resident's legal name
 - (2) Medication name
 - (3) Medication strength
 - (4) Dosage form
 - (5) Route of administration
 - (6) Indication
 - (7) Schedule
 - (8) Diagnosis for use
 - (9) Duration of use
2. Pharmacy receives the non-prescription medication order, and
 - a) Reviews for clinical concerns,
 - b) Inputs the order into the pharmacy computer system, and
 - c) Includes the medication in the next shipment to the Home.

B. Non-formulary, non-prescription medication order

1. Pharmacy faxes the nurse a formulary substitution form, and the nurse:
 - a) Faxes the form to the prescriber.
 - b) Obtains the medication through local acquisition, if needed immediately.

C. Non-prescription medication brought into the Home by local acquisition

1. Nurse obtains a physician order for the medication.
2. Medication is used only for an FDA-approved indication.
3. Pharmacy is notified of the medication order.
4. Nurse verifies medication and documents in the medication administration record (MAR).
 - a) Medications that are administered by a nurse are documented in the MAR.
5. Non-prescription medication brought into the Home by local acquisition must have a pharmacy label.

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HISTORY OF REVISIONS

New:

Revised: 1/1/11.

Reviewed:

ATTACHMENTS